



UNITED STATES MARINE CORPS

U.S. MARINE CORPS FORCES CENTRAL COMMAND
7115 SOUTH BOUNDARY BOULEVARD
MACDILL AIR FORCE BASE, FLORIDA 33621-5101

MARCENTO 1302

G-1

JUN 22 2006

U.S. MARINE CORPS FORCES, CENTRAL COMMAND ORDER 1302

From: Commander, U.S. Marine Corps Forces, Central Command
To: Distribution List

Subj: COLLATERAL DUTY ASSIGNMENTS

Encl: (1) List of Collateral Duty Assignments

1. Situation. Collateral duties need to be assigned to ensure consistent execution and maintenance of U.S. Marine Corps required programs.

2. Mission. To assign collateral duties and ensure each duty is consistently executed per the enclosures and the references cited therein.

3. Execution. Collateral duties will be assigned to each directorate as directed by the Chief of Staff and published by a corresponding bulletin. Staff Section Heads will assign specific collateral duties within their sections, as they deem appropriate. Staff Section Heads will also ensure that each collateral duty assigned to their section is, at all times, assigned to a specific individual, in writing, within their section, and executed in accordance with relevant directives.

4. Administration and Logistics. The Assistant Chief of Staff (AC/S), G-1 is the sponsor of this order. Requests for changes to this Order will be made via the sponsor.

5. Command and Signal

a. Command. This Order is effective the date signed.

b. Signal. This Order is applicable to Reserve Forces under the authority of Commander, U.S. Marine Corps Forces, Central Command.

A handwritten signature in black ink, appearing to read "G. S. Supnick".

GARY S. SUPNICK
Chief of Staff

DISTRIBUTION: A

JUN 22 2006

Assistant Security Manager/Classified Materials Control Center

SECNAVINST 5510.36
OPNAVINST 5510.60
HqO 5510.2

Official Mail Manager

MCO P5110.6

Sexual Assault Response Coordinator

MCO 1752,5

Certifying for Officer for Unit Diary

MCTFSPRIUM

Master Electronic Signature Custodian

MCFC MSG 252300s Oct 89 MCTFSPIRUM

**Verifying Passport allocation, Birth Registration and
Administer Oaths**

AMCONGEN Hdbk dtd Jun 93
MCO 5512.4N

Keeper of the Marine Corps Seal

MCO P4400.150
MCO 5030.3

Privacy Act Coordinator

SECNAVINST 5211.5
MCO P 5211.2

Service Records Auditing Officer

MCO P1080.40
MCO P1070.12

Controlled Forms Requisition/Issuing Officer

MCO 5600.31

Government Travel Charge Card Program (GTCCP) Coordinator

MCO 4600.40A

BIR/BTR/SGLI/RED Verification SNCO

MCO P1070.12

3270 Terminal Area Security Officer

IRM 5239-06 Data Access Security

Marine Online Permissions

MyPay Password Reset Terminal Area Security Officer

DoD 5200.28

MARCENTO 1302

JUN 22 2006

Bonds and Allotments Certifier
APSM Chapter 25

Receive/Open Official Mail
DoD 4525.6M
OPNAVINST 5122.1
MCO P 5100.5A

Freedom of Information Act
SECNAVST 5720.4

Postal Officer
DoD 4526-6.M

Secondary Control Point Custodian
MCO P5510.18A

GTCCP Intermediate Agency Program Coordinator
MCO 4600.40
MCO P4500.6

Family Readiness Officer
MCO 1754.6

Unit Transition Counselor
MCO P1700.24

Navy-Marine Corps Relief Society
NMCRS Manual

CFC- Coordinator

Services member and Family Service Member Group Life Insurance Witnesses
MCO P1741.8D

Directives Control Point
MCO 5215.1A
MCO P5215.17
MCO P5600.31
UM-MCPDS 5605

Service member and Family Service member Group Life Insurance Noncommissioned Officer
MCO P1741.8D

Forms Manager Officer
MCO 5213.7C

Unit Level Sports Coordinator

Suicide Prevention Representative

JUN 22 2006

Intelligence Oversight Officer

MCO 3800.2

SECNAVINST 3820.3

DoD 5240.1-R, EO12333

Senior Intelligence Officer

DoD 5105.21-M-1

Emergency and Extraordinary Expense Subhead .12VD Fund Responsible Officer

MCO S007040.10

HUMINT Control Officer

DoD 5105.21-M-1

Equal Opportunity Representative

MCO P5354.1

Alternate E-KMS Custodian

Operational Risk Management Officer

Training Officer

Body Composition and PFT OIC

Martial Arts Program Coordinator

Information Management Officer

Top Secret Control Officer

Focal Point Control Officer

Education Officer

ASVAB Coordinator

Defense Language Program Testing Administrator

Marine Battle & Common Skills Coordinator]

Drill Master

Personnel Recovery Officer

C2PC Program & Track Manager

Formal Schools Coordinator

Command Chronology Coordinator

MARCENTO 1302

JUN 22 2006

G-3 Training Budget Officer

Personnel Recovery Program Manager

Assistant TS Secondary Control Point

Substance Abuse Control Officer (SACO)

MCO P1700.24

Reserve Liaison Officer (RLO)

Reports Management

Safety Officer

MCO 5100.29

Armory Officer

OPNAV 5530.13

Ammunition, Arms & Explosives (AAE)

MCO P4400.150

Supply Officer

MCO P4400.150

Internal Management Control Program

MCO 5200.24

Ammunition Officer collateral duties:

USMC Component Explosive Safety Officer
Chairman of the Certification and Qualification Board
Co-Chairman of the Ammunition Sub-Group ISO MCPP-Norway
Member Combined Logistics Committee for WRSA-Israel
Ammo Inventory Control Point, Europe

Medical Readiness Officer

MANMED 16-13, 13-23, 16-28

Dental Readiness Officer

MCO 6600.3

Physical Security Manager

Fire Warden

MCO P11000.11B

Birthday Ball Coordinator

ORF Manager

JUN 22 2006

Facility Maintenance Chief

Motor Transportation Manager

Savings Bond Officer

Operational Risk Management (ORM)

Armory Custodian

MWR Unit Rep

Network Information Assurance Manager

Defense Messaging System

Information Dissemination Management

DoD Directive 8500.1

Video Teleconference Center

Telephone Control Officer

Webmaster

Theater Engagement Management Information System (TEPMIS)

Command Information Officer

MARADMIN 071/04

Command Information Assurance Manager

MARADMIN 017/04

DoDD 8500.1

MCO 5239.2

Secondary Control Point

CMS Custodian

MCO P5510.18

Color Sergeant

MCO P5060.20

Legal Officer

MCO 5800.16

Voting Assistance Officer

MCO 1742.1A

MARCENTO 1302

JUN 22 2006

Homosexual Conduct Policy Coordinator

MARADMIN 014/00

MARADMIN 259/02

Fraud, Waste and Abuse Coordinator

MCO 7510.5